



CITY OF SAN DIEGO

PURCHASING DIVISION
1200 Third Avenue, Suite 200
San Diego, CA 92101-4195

Quotation No. 6294-04-Z

REQUEST FOR QUOTATION

Bid Opening Date: September 12, 2003
@ 5:00 p.m.

Subject: Furnish the City of San Diego with **VARIOUS OPERATED CONSTRUCTION EQUIPMENT RENTALS**, as may be required for a period of one (1) year from date of award, with options to renew for four (4) additional one (1) year periods, in accordance with the attached specifications.

Company _____	Name _____ [PRINT OR TYPE]
Federal Tax I.D. No. _____	Signature* _____
Street Address _____	Title _____
City _____	Date _____
State _____ Zip Code _____	
Tel. No. _____ Fax No. _____	<i>*Authorized Signature: The signer declares under penalty of perjury that she/he is authorized to sign this document and bind the company or organization to the terms of this agreement.</i>
E-Mail _____	

This cover page must be completed and submitted as part of your Quotation.

If your firm is not located in California, are you authorized to collect California sales tax? ☐ YES ☐ NO

If YES, under what Permit # _____

NOTE: The City of San Diego is subject to State Sales and Use Tax, but is exempt from Federal Excise Tax and will furnish exemption certificates upon request. Do not include Federal Excise or Sales Tax in your Quotation.

If you are a Vendor located in the City of San Diego, a 1% sales tax refund to the City will be considered in evaluation of your Quotation.

Cash discount terms _____ % _____ days.
[Terms of less than 20 days will be considered as Net 30 for bid evaluation purposes.]

State delivery time required: _____ days after receipt of order.

The following addenda are acknowledged and incorporated in this submittal: _____

FOR FURTHER INFORMATION CONCERNING THIS QUOTATION

MICHAEL WINTERBERG/cp4, Procurement Specialist

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I. PRICING PAGE

Item	Description	Hourly Rate	Daily Rate	Est. Qty.	Daily Rate Extension (Daily Rate x Est. Qty.)	Move Charge	Move Charge Extension (Move Charge x Two [2])
1.	Rental of Backhoe with 24" Bucket and Extend-A-Hoe, Case 580K, JD310C or equal, with Operator. Manufacturer: _____ Model No.: _____	\$	\$ x	80 Days =	\$	\$	\$
2.	Rental of Dozer, regular track, Cat D6D, International TD-15 or equal, with Operator. Manufacturer: _____ Model No.: _____	\$	\$ x	50 Days =	\$	\$	\$
3.	Rental of Excavator, Gradall G1000 or equal, with Operator. Manufacturer: _____ Model No.: _____	\$	\$ x	36 Days =	\$	\$	\$
4.	Rental of Loader, 4 x 4, 2-Yard, Cat 930 or equal, with Operator. Manufacturer: _____ Model No.: _____	\$	\$ x	10 Days =	\$	\$	\$

Item	Description	Hourly Rate	Daily Rate	Est. Qty.	Daily Rate Extension (Daily Rate x Est. Qty.)	Move Charge	Move Charge Extension (Move Charge x Two [2])
5.	Rental of Loader, 4 x 4, Cat 950B or equal, with Operator. Manufacturer: _____ Model No.: _____	\$	\$ x	75 Days =	\$	\$	\$
6.	Rental of Loader, Cat 966C or equal, with Operator. Manufacturer: _____ Model No.: _____	\$	\$ x	5 Days =	\$	\$	\$
7.	Rental of Loader, Cat 977C or equal, with Operator. Manufacturer: _____ Model No.: _____	\$	\$ x	9 Days =	\$	\$	\$
8.	Rental of Water Truck, 1,800-2,000 gallon, with Spray Apparatus, with Operator. Capacity Offered: _____ gallons Manufacturer: _____ Model No.: _____	\$	\$ x	5 Days =	\$	\$	\$

A. ADDITIONAL INFORMATION

1. Non-Standard Rates: State the percentage mark-up above standard rate:
 - a. Non-Standard Hourly Rate: _____ % mark-up above standard cost
 - b. Non-Standard Daily Rate: _____ % mark-up above standard cost
 - c. Non-Standard Move Charge: _____ % mark-up above standard cost
2. Minimum Usage: State the minimum number of hours required for usage of any equipment with operator bid:
_____ Hours

NOTE: A minimum in excess of two (2) hours may be cause for rejection of bid.

II. TERMS AND CONDITIONS

A. AWARD

This bid shall be awarded on an item by item basis, or in any group or combination of items, or as a lot, as may be in the best interest of the City based the daily rate plus move charges and other factors. Other factors to be considered may include, but may not be limited to, Bidder's references and Bidder's available equipment.

For each item in the Pricing Page, the City intends to award the primary contract to the lowest acceptable Bidder and to award the secondary "back-up" contract to the second lowest acceptable Bidder. When the contract items are needed, City personnel will first attempt to contact the primary Contractor. If the primary Contractor cannot be contacted, or cannot meet the needs of the City, the secondary Contractor will then be contacted.

B. PRICING

Price bid for all rates shall include operator, fuel, and any and all other expenses required to keep equipment fully operational.

C. HOURS AND RENTAL RATES

1. Standard Working Hours

Standard working hours are considered to be Monday through Friday, between 7:00 a.m. and 5:00 p.m. except City holidays.

2. Non-Standard Working Hours

The City may require use of the equipment during non-standard working hours which includes services on holidays, weekday evenings, and weekends. Please include your percentage mark-up above all standard rates on Pricing Page 5. Failure to complete the non-standard hourly mark-up percentages will be taken to mean that prices bid for standard working hours apply.

3. Daily Rate

All bids must include a daily rate which shall apply to days when the equipment is in the City's possession for eight (8) consecutive hours. In no case shall the daily rate exceed the hourly rate multiplied by six (6).

4. Standard Move Charge

Failure to list a charge per move will be construed to mean that there will be no move charges. Moves in and out of the site are considered separate moves.

D. SUBMITTALS

1. BID SUBMITTAL

Quotes may be returned in a sealed envelope to the Purchasing Division, 1200 Third Avenue, Suite 200, San Diego, CA 92101. The quote number and opening date/time must be referenced on the outside of the envelope (lower left corner). Quotes must be received by the Purchasing Division prior to 5:00 p.m. on due date. **Quotes may be faxed.**

The original and one (1) copy of bid, including any attachments, shall be submitted.

2. SUBMITTALS REQUIRED WITH BID

Failure to provide the required submittals with the bid may be cause for the bid to be rejected as non-responsive.

- a. Bidder's References (as specified in Section II, paragraph L).
- b. Bidder's Statement of Available Equipment (as specified in Section II, paragraph L).
- c. Certification Survey (use form on page 19).

3. SUBMITTALS REQUIRED UPON PROVISIONAL AWARD

Failure to provide the following documentation within the time period specified may be cause for the provisional award to be voided and the bid to be rejected as non-responsive.

- a. Insurance requirements as specified in Section II, paragraph F.
- b. Taxpayer Identification Number (W-9) as specified in Section II, paragraph Q, if not currently on file.

E. OPTION TO RENEW

The City may desire to exercise an option to renew the contract for four (4) additional one (1) year periods under the terms and conditions herein stated beginning on the anniversary of the commencement of service. The renewal is contingent on a mutual agreement between the City and the Contractor with such agreement to be confirmed within sixty (60) days prior to the expiration of the contract period. Either the City or the Contractor may decline to confirm the renewal of the contract for any reason whatsoever, which shall render the renewal option null and void.

The City's initial letter offering the Contractor an opportunity to renew the contract does not constitute an award of the option period. Any option acceptance must be confirmed by the City, in writing, before it becomes valid.

If an increase is requested, the Contractor must provide detailed supporting documentation to justify the requested increase. The requested increase will be evaluated by the City, and the City reserves the right to accept or reject. The City will not grant option year increases which exceed the average percentage variant for the previous twelve months in the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the San Diego area as published by the Bureau of Labor Statistics, or 5.0%, whichever is less.

Would the Bidder accept the option to renew, subject to the above stated conditions?

☐ YES ☐ NO

Failure to complete the above section will be construed to mean Bidder is willing to accept the option to renew, subject to the stated conditions.

This section will not be considered in the evaluation for award.

The City may also desire to extend a contract on a month-to-month basis upon expiration of the current contract period under the terms and conditions of the current contract unless modified in writing. The renewal is contingent on a mutual agreement between the City and the Contractor with such agreement to be confirmed in writing prior to the expiration of the contract period.

F. INSURANCE REQUIREMENTS

All required insurance shall be submitted to Purchasing within ten (10) days of provisional award. **Failure to provide the insurance certificates within the time frame specified by the City shall be cause for the bid to be rejected as non-responsive.** Insurance shall be maintained by the Contractor in full force and effect during the entire period of performance under contract. Failure to do so shall be cause for termination of the contract.

All policies must have a **thirty (30) day non-cancellation clause** giving the City thirty (30) days prior written notice in the event a policy is canceled.

At the end of each contract year, the City reserves the right to review insurance requirements and to require more or less coverage depending upon assessment of the risk, the Vendor's past experience, and the availability and affordability of increased liability insurance coverage.

Insurance coverage must be from an insurance carrier licensed in the State of California and rated "A" or better by the A.M. Best Key Rating Guide.

The following coverage is required:

- **Commercial General Liability** for a minimum of one million dollars each occurrence (\$1,000,000.00 EO). **The City of San Diego must be named as an additional insured on the certificate.**

- **Automobile Liability** for a minimum of one million dollars combined single limit (\$1,000,000.00 CSL). **The City of San Diego must be named as an additional insured on the certificate.**
- **Workers' Compensation** coverage in accordance with the laws of the State of California. **Policy must contain a Waiver of Subrogation of Rights against the City of San Diego.**

G. PUBLIC AGENCY

It is intended that any other public agency as defined by Cal. Gov. Code § 6500 shall have the option to participate in any award made as a result of this solicitation. This option shall extend for the term of the agreement with the City of San Diego, and shall be subject to the Contractor's acceptance. Any participating public agency shall accept sole responsibility for the placing of orders, arranging for delivery and/or services, and making payments to the Contractor. The City of San Diego will not be liable, or responsible, for any obligations, including but not limited to financial responsibility, in connection with participation by other public agencies.

If other agencies participate, the Vendor shall furnish the City of San Diego an annual report showing the name of the agencies, contact person and phone number for each agency, and details of items supplied, including quantities. This report shall be furnished to the City on the anniversary date of the commencement of the contract.

H. INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, the Contractor agrees to defend, indemnify, protect, and hold City and its agents, officers, and employees harmless from and against any and all claims asserted or liability established for damages or injuries to any person or property, including injury to City's or Contractor's employees, agents, or officers which arise from, or are connected with, or are caused, or claimed to be caused by the acts, or omissions of Contractor and its agents, officers, or employees in performing, providing, manufacturing, or supplying the work, services, product, or equipment relating to this bid, and all expenses of investigating and defending against same; provided, however, that Contractor's duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole negligence or willful misconduct of the City, its agents, officers, or employees.

Notwithstanding anything herein to the contrary, the services provided under this contract will not give rise to, nor will be deemed or construed so as to confer any rights on any other party as a third party beneficiary or otherwise.

I. QUANTITIES

The estimated requirements shown on the Pricing Page(s) will vary with the demands of the City of San Diego. These quantities are listed for information purposes only and shall not be deemed to either guarantee a minimum amount or restrict the maximum amount to be delivered throughout the contract period. Nor shall any variations from the estimated quantities, regardless of extent, entitle the Bidder to an adjustment in the unit price or to any other compensation.

J. CITY-WIDE PURCHASE ORDER

The City of San Diego will issue a City-Wide Purchase Order. The terms and conditions for the use of the City-Wide Purchase Order will be as follows:

1. Orders must be accompanied by a completed and approved "Outside Motive Equipment Rental Authorization Form" (See Attachment A sample form on page 20). The City is under no obligation to pay for any equipment rented without this documentation.
2. Upon completion of the work, the Contractor shall provide an invoice including the following:
 - a. Rented to (Department/Division),
 - b. Date,
 - c. P.O. Number,
 - d. Contractor Name and Address,
 - e. Number of Hours/Days
 - f. Item Description,
 - g. Rate,
 - h. Fill in Unit Prices and Extensions, and
 - i. Total of Invoice.
 - j. A copy of the approved Outside Motive Equipment Rental Authorization Form must be attached to the invoice.
3. The original invoice must be mailed with the name and telephone number of the City staff member who requested the equipment to:

City of San Diego
Central Stores, M.S. 82B
8835 Balboa Avenue
San Diego, CA 92123-1597

4. City Accounts Payable contact is as follows:

Jeff Jungers, Store Operations Supervisor
Phone: (858) 573-1481 Fax: (858) 573-1486

K. INVOICING

Applicable contract rental rates will be paid only for the time that the contract item is in the possession of the City. Rental time starts at the delivery time specified by the City, or at the time of delivery by the Contractor, whichever is later. Rental time ends when the contract item is either returned or released to the Contractor, whichever is earliest. Applicable contract rental rates will be paid only for the actual number of hours that the equipment is used, as shown on the City work orders signed by authorized City personnel. This will be the final record, unless the Contractor files a complaint, in writing, within three (3) working days of the release of the equipment by the City. No payments will be made for time lost due to breakdowns and repairs if the down time exceeds twenty (20) minutes. Invoices shall be submitted upon completion of work. In the event the daily rate is less than the total hourly rate, and City usage does not exceed eight (8) hours on the same day, then the daily rate shall apply.

Failure of the Contractor to comply with any of the above invoicing terms and/or the City-Wide Purchase Order clause may result in non-payment or payment delays. However, such delays shall not prevent the City from deducting prompt payment discount terms from invoices, if offered to the City.

L. REFERENCES/QUALIFICATIONS

Bidders are required to demonstrate successful performance for work of similar size and scope as specified in this contract during the past three (3) years. Bidders must also demonstrate that they are properly equipped to perform the work as specified in this contract.

To enable the City to evaluate the responsibility, experience, skill, and business standing of the Bidder, the following documents must be included with the bid submittal:

1. Bidder's References (use form on page 17).
2. Bidder's Statement of Available Equipment (use form on page 18).

M. GENERAL PROVISIONS

Except as otherwise specified herein, the City of San Diego General Provisions, dated September 12, 2001, (on file in the Office of the Purchasing Agent) are incorporated as part of this bid/proposal and any resulting contract by reference. The General Provisions are available online at www.sandiego.gov/purchasing or via request from the Purchasing Division by calling (619) 236-6000.

By signing and/or authorizing the bid submittal, the Bidder/Proposer acknowledges that they have read and understood the meaning, intent and requirements of said General Provisions; and acknowledge said General Provisions are included as a part of this bid/proposal.

In the event of any conflict between the City of San Diego General Provisions and the terms and conditions included in this bid/proposal, the terms and conditions of this bid/proposal shall prevail.

N. ADDENDA

It is the Bidders' responsibility to ensure that all addenda issued are incorporated in their bid submittal.

Failure to acknowledge and incorporate addenda will not relieve the Bidder of the responsibility to meet all terms and conditions of the specifications for price bid.

O. EXCEPTIONS

If a Bidder/Proposer takes any exception to any part of these specifications as written, or as amended by any Addenda subsequently issued, or the General Provisions, they must do so in writing. Said exceptions must be submitted with the bid/proposal. Failure to do so will be construed as acceptance of all provisions of the specifications and General Provisions.

P. BID RESULTS

Bid results **will not** be given out over the phone. To obtain bid results, you must provide a self-addressed stamped envelope referencing the bid number. Envelopes may be submitted with the bid, or mailed directly to the Purchasing Division. They will be kept on file until the bid opens and the extensions are verified.

Q. REQUEST FOR TAXPAYER IDENTIFICATION NUMBER

I.R.S. regulations require the City of San Diego to have the correct name, address, and Taxpayer Identification Number (TIN) or Social Security Number (SSN) on file for businesses or persons who provide services or products to the City of San Diego. This information is necessary to complete Form 1099 at the end of each tax year.

In order to comply with I.R.S. regulations, the City of San Diego requires each Vendor to provide a Form W-9 prior to award of contract. Failure to provide a completed Form W-9 within three (3) business days of the City's request may result in a bid being declared non-responsive and rejected.

R. AUDIT AND INSPECTION OF RECORDS

The Contractor, and any Subcontractors, shall make available upon request all records which in the opinion of the City Auditor are necessary to conduct an audit of this contract. Such records may include invoices, materials, payrolls, personnel records, and other data relating to all matters covered by this contract. The Contractor and Subcontractors shall retain such data and records for a period of not less than three (3) years following receipt of final payment. The Contractor shall make available all requested data and records at reasonable locations within the City or County of San Diego, at any time during normal business hours, and as often as the City deems necessary. If records are not made available within the City or County of San Diego, the Contractor shall pay the City's travel costs to the location where the records are maintained. Failure to make requested records available for audit by the date requested will result in immediate termination of contract.

S. ASSIGNMENT OF CONTRACT

Contractor shall not assign this contract, or any right or interest hereunder, without prior written consent of the City.

T. DRUG-FREE WORKPLACE POLICY

All City projects are subject to City of San Diego Council Policy No. 100-17, Drug-Free Workplace. This policy requires that all City construction Contractors, consultants, grantees, and providers of non-professional services provide a drug-free workplace in accordance with the provisions contained therein.

The Drug-Free Workplace Policy is available online at www.sandiego.gov/purchasing or via request from the Purchasing Division by calling (619) 236-6000.

By signing and/or authorizing the bid submittal, the Bidder/Proposer acknowledges that they have read and understood the meaning, intent, and requirements of said policy; acknowledge said policy is incorporated as part of this bid/proposal; certify that they have a drug-free workplace program in place that complies with said policy; and that Subcontractor agreements for this bid/proposal contain language which indicates the Subcontractor's agreement to comply with this policy.

U. AMERICANS WITH DISABILITIES ACT

Every person or organization awarded a contract, lease, or grant by the City of San Diego acknowledges and agrees that they are aware of and will comply with Council Policy 100-04, adopted by Resolution No. 282153 relating to the federally mandated Americans with Disabilities Act (ADA). Contractors and Subcontractors will be individually responsible for their own ADA program.

In compliance with Council Policy 000-03, adopted by Resolution No. 279130, sign language or oral interpreting services are available at pre-bid meetings and bid openings with a five (5) business day notice to Purchasing at (619) 236-6000 or email at Purchasing@sanidiego.gov.

V. EQUAL EMPLOYMENT OPPORTUNITY

Contractor shall not discriminate against any employee or applicant for employment on any basis prohibited by law. Contractor shall provide equal opportunity in all employment practices. Contractor shall also ensure that their Subcontractors comply with the City's Equal Employment Opportunity Program. Contractor agrees to be bound by the City Of San Diego Equal Opportunity Ordinance (Municipal Code Chapter II, Article 2, Division 27).

Contractor shall submit a Work Force Report or an Equal Employment Opportunity Plan, within five (5) days of being notified by the Purchasing Division.

For questions regarding the City's Equal Employment Opportunity Program, contact the Equal Opportunity Contracting Office at (619) 533-4464.

W. NONDISCRIMINATION IN CONTRACTING

Contractor shall not discriminate on the basis of race, gender, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring or treatment of Subcontractors, Vendors or Suppliers. Contractor shall provide equal opportunity for Subcontractors to participate in subcontracting opportunities. Contractor understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in contract termination, debarment, or other sanctions. This language shall also be included in construction contracts between the Contractor and any Subcontractors, Vendors, and Suppliers.

As part of its bid proposal, Bidder shall provide to the City a list of all instances within the past ten (10) years where a complaint was filed or pending against Bidder in a legal or administrative proceeding alleging that Bidder discriminated against its employees, Subcontractors, Vendors, or Suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.

Upon the City's request, Contractor agrees to provide to the City, within sixty (60) calendar days, a truthful and complete list of names of all Subcontractors, Vendors, and Suppliers that Contractor has used in the past five (5) years on any of its contracts that were undertaken within San Diego County, including the total dollar amount paid by Contractor for each subcontract or supply contract. Contractor further agrees to fully cooperate in any investigation conducted by the City pursuant to the City's Nondiscrimination in Contracting Ordinance (Municipal Code Sections 22.3401 - 22.3417). Contractor understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in remedies being ordered against the Contractor up to and including contract termination, debarment, and other sanctions for violation of the provisions of the Nondiscrimination in Contracting Ordinance. Contractor further understands and agrees that the procedures, remedies, and sanctions provided for in the Nondiscrimination Ordinance apply only to violations of said Nondiscrimination Ordinance.

For questions regarding the City's Nondiscrimination in Contracting Ordinance, contact the Equal Opportunity Contracting Office at (619) 533-4464.

III. SPECIFICATIONS

A. SCOPE

The City rents various operated construction equipment on an as-needed basis to supplement City equipment and personnel. The rental of this equipment with operators is frequently necessary to maintain vital City services.

B. RESPONSE TIME

All Contractors shall provide a twenty-four (24) hours per day, seven (7) days per week, telephone answering system. Contractor shall verbally respond to requests for equipment within two (2) hours of contact by City personnel. Contractor shall deliver equipment to the job site within four (4) hours of notification by City personnel, or at time specified.

C. EMERGENCY SERVICE

In the event of an emergency, the City reserves the right to obtain equipment from other than the contracted Vendors, when they cannot respond in accordance with the response time clause listed above.

D. COMPLIANCE WITH THE LAW

All equipment furnished by Contractor shall conform to the “State of California Vehicle Code” and to the CAL-OSHA General Industry Safety Orders.

E. CONTRACTOR’S RESPONSIBILITY

If any equipment becomes in-operable while in use by the City due to mechanical failure or Contractor’s negligence, the Contractor must immediately provide the City with replacement equipment of the same type at no additional cost to the City.

BIDDER'S REFERENCES

The Bidder is **required** to provide a minimum of three (3) references where work of a similar size and nature was performed within the past three (3) years. This will enable the City of San Diego to judge the responsibility, experience, skill, and business standing of the Bidder.

REFERENCES

Company Name: _____ Contact Name: _____
Address: _____ Phone Number: _____
_____ Fax Number: _____
Dollar Value of Contract: \$ _____ Contract Dates: _____
Requirements of Contract: _____

Company Name: _____ Contact Name: _____
Address: _____ Phone Number: _____
_____ Fax Number: _____
Dollar Value of Contract: \$ _____ Contract Dates: _____
Requirements of Contract: _____

Company Name: _____ Contact Name: _____
Address: _____ Phone Number: _____
_____ Fax Number: _____
Dollar Value of Contract: \$ _____ Contract Dates: _____
Requirements of Contract: _____

BIDDER'S STATEMENT OF AVAILABLE EQUIPMENT

The Bidder is **required** to list below all available equipment of each type as specified in the Pricing Pages. The City of San Diego reserves the right to reject any bid when, in its opinion, the Bidder has not demonstrated they will be properly equipped to meet the City's operational needs for the duration of the contract period.

NOTE: Add additional pages if necessary.

Equipment:

Item	Description	Quantity Available	Manufacturer	Model Number
1.	Backhoe with 24" Bucket and Extend-A-Hoe, Case 580K, JD310C or equal.			
2.	Dozer, regular track, Cat D6D, International TD-15 or equal.			
3.	Excavator, Gradall G1000 or equal.			
4.	Loader, 4 x 4, 2-Yard, Cat 930 or equal.			
5.	Loader, 4 x 4, Cat 950B or equal.			
6.	Loader, Cat 966C or equal.			
7.	Loader, Cat 977C or equal.			
8.	Water Truck, 1,800-2,000 gallon.			

Certification Survey

For Small, Ethnically and Culturally Diverse,
Woman, Disadvantaged, Disabled Veteran, Or Other Businesses

All Contractors are required to complete this form and return it with their bid package.

Company Name: _____

Mailing Address: _____

Telephone No.: (_____) _____

E-Mail Address: _____

1. Contractor's company is **currently** certified as small, ethnically and culturally diverse, woman, disadvantaged, disabled veteran, or other business? ☐ Yes ☐ No

Certification Number/Agency: _____

2. Contractor's company has applied for certification? ☐ Yes ☐ No

If yes, which agency? _____

3. Contractor's company is an independently owned business? ☐ Yes ☐ No

4. Contractor's company is 51% or more owned by a socially, economically, disadvantaged individual*? ☐ Yes ☐ No

5. SIC Code: _____

6. Number of Employees: _____

7. Annual Gross Receipts (three year average): _____

8. This is not an application for certification. If you would like to receive an application for certification, please check box: ☐

I certify that this information is correct: _____
Authorized Signature (Date)

* Black Americans, Native Americans, Hispanic Americans, Asian-Pacific Americans, Subcontinent Asian Americans, Women, any additional groups whose members are designated as socially and economically disadvantaged by the Small Business Administration (SBA) at such time as the SBA designation becomes effective.

ATTACHMENT A**OUTSIDE MOTIVE EQUIPMENT RENTAL AUTHORIZATION FORM**

REQUESTING DEPARTMENT		
Dept. Name:	Dept. #	
Division Name:		
Contact:	Phone:	Fax:
Specific Equipment Requested:		

VENDOR		
Company Name:		
Address:		
P.O.#	Contact:	Phone:

EQUIPMENT DIVISION RENTAL OFFICE AUTHORIZATION		
Specific Equipment Approved for Outside Rental:		
Period for which Outside Rental is Approved:	From:	To:
Approved by (Print Name)	Signature:	Date:
Phone: (619) 527-7570		Fax: (619) 527-8040
Notes:	Outside Rental # ____ - ____	

Policies and Procedures

- If the Rental Office is not able to provide the type of motive equipment requested, an External Rental Authorization form will be completed and faxed to the Customer.
- If requested, the Rental Office will assist the Customer in selecting a vendor.
- The vendor selected by the Department shall have a Purchase Order on file with the Purchasing Division.
- The Customer shall attach a copy of the External Rental Authorization form to the 2610 "Blanket/Open Purchase Requisition and Invoice". The City's Central Stores Division will not process the 2610 unless a copy of the External Rental Authorization form is attached.
- If the Customer has a need for rental equipment outside the Rental Office's normal work hours of Monday-Friday, 7:00 a.m. to 3:30 p.m., the Customer shall contact the Rental Office staff by calling City Pager (619) 232-2237 #8505, or through Station 38. Arrangements will be made to acquire the requested equipment from the Rental Yard or an outside vendor. The External Rental Authorization form will be faxed to the Customer the following work day.
- Examples of motive equipment requiring Rental Office approval: sedans, pickup's, SUV's, vans, 18 passenger buses (driver not included), crew or service trucks, ladder trucks, trailers, tow compressors, forklifts, light towers, flatbeds, gradalls, rolloff trucks, dump trucks, water trucks, 5th wheel tractors, graders skid steers, backhoes and attachments for equipment noted above.
- The exceptions to this policy are the landfill construction equipment and buses with drivers.